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# STUDENT'S USER MANUAL

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Physical Education Course (B.P.Ed. & M.P.Ed.)



**GOVERNMENT OF ODISHA**  
**Sports & Youth Services Department**

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## 1. Purpose

This document is for helping the B.P.Ed. & M.P.Ed. Students to apply Application, Upload image, choose GCPE colleges, Sports achievements & take Index Card print out for PFT & Common Application form with Intimation to take Admission.

## 2. Getting Started

- To start using the application, visit the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and click on “Physical Education” under “Sports & Youth Services”.

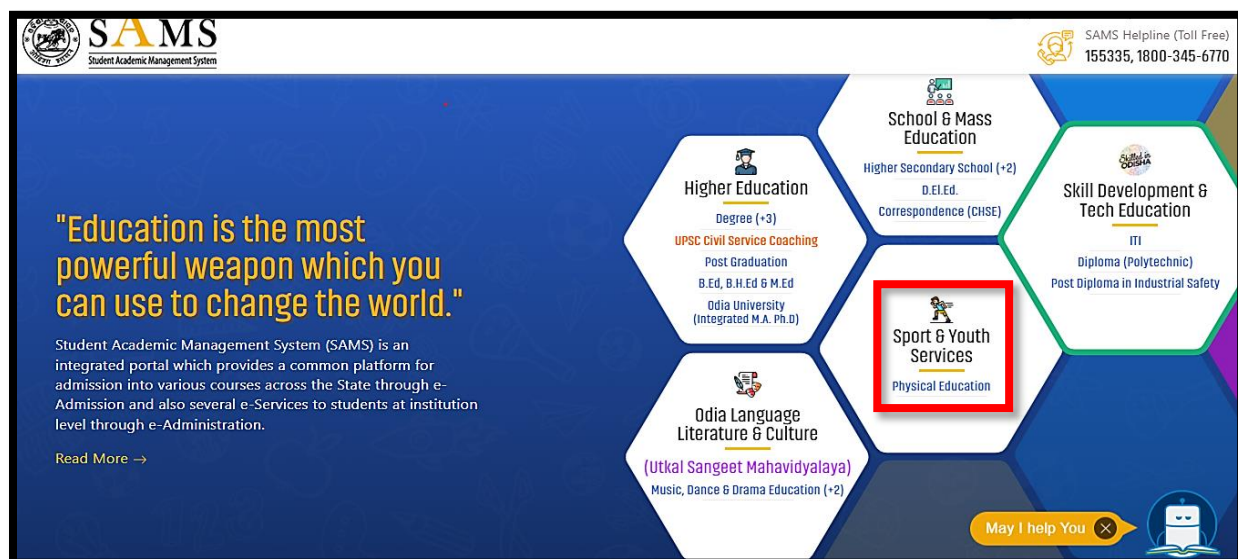


Figure 1: Home Screen

- On clicking the “Physical Education” the following screen will be displayed.

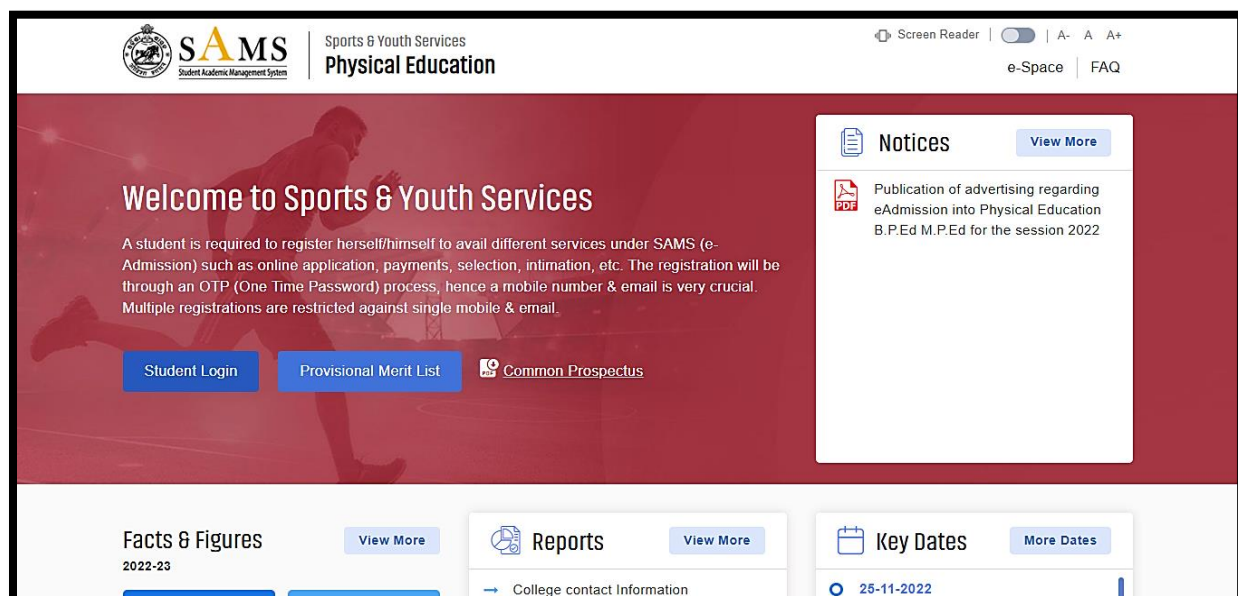
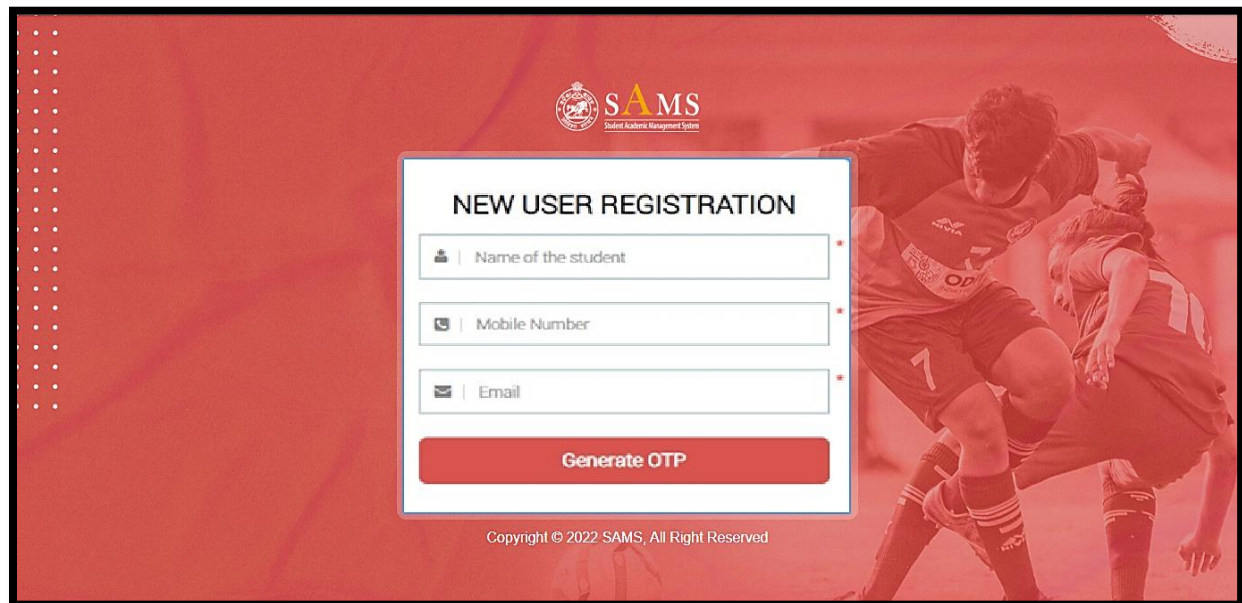


Figure 2: Landing Page

### 3. Registration

- For Student Registration Click on “New Student Registration” menu by using Name, Mobile Number & email ID. With single click on “Generate OTP” Button, an OTP is generated and sent to the registered Mobile number.

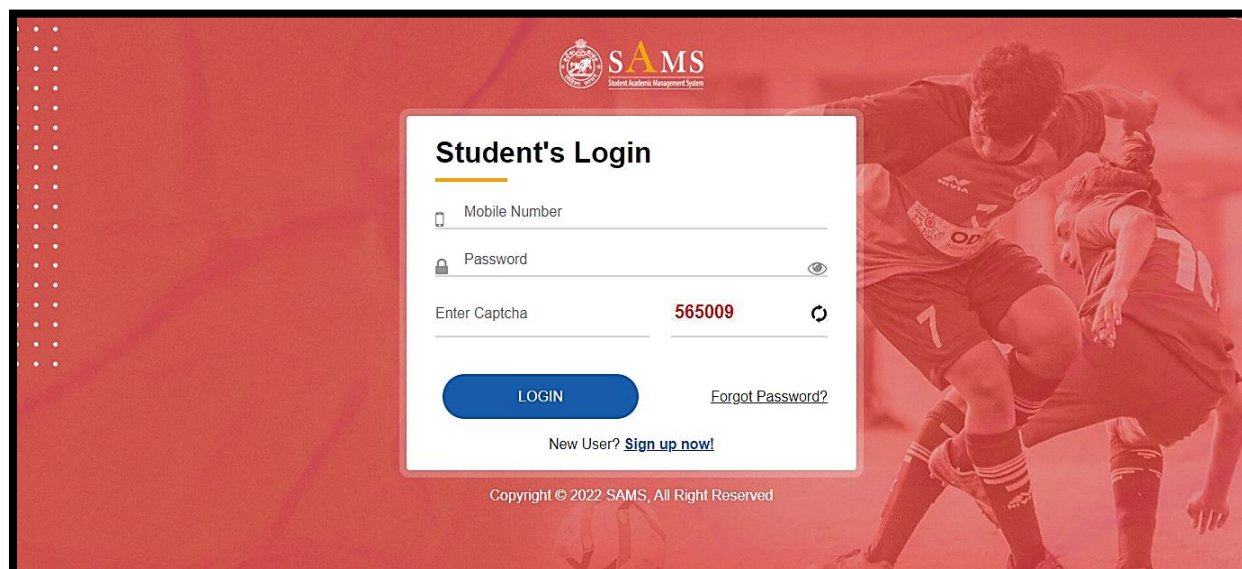


The screenshot shows the 'NEW USER REGISTRATION' form on the SAMS (Student Academic Management System) portal. The form is centered on a red background with a soccer player image. It includes three input fields: 'Name of the student', 'Mobile Number', and 'Email', each with a red asterisk indicating a required field. Below these fields is a red 'Generate OTP' button. The SAMS logo is at the top, and the copyright notice 'Copyright © 2022 SAMS, All Right Reserved' is at the bottom.

Figure 3: New Registration

### 4. Student's Login

- On validating the OTP received, the students will be able to Login into the portal by entering their registered mobile no. & Password.
- Enter the correct Captcha and click the LOGIN (Sign in) button.



The screenshot shows the 'Student's Login' form on the SAMS portal. The form is centered on a red background with a soccer player image. It includes three input fields: 'Mobile Number', 'Password' (with an eye icon for toggling visibility), and 'Enter Captcha' (with a refresh icon). Below these fields is a blue 'LOGIN' button. To the right of the button is a link for 'Forgot Password?'. Below the button is a link for 'New User? Sign up now!'. The SAMS logo is at the top, and the copyright notice 'Copyright © 2022 SAMS, All Right Reserved' is at the bottom.

Figure 4: Student's Login

## 5. Dashboard

- On successful login, students will land onto the below referred Dashboard, where they can view the Dashboard/Application form/Upload Image/Print CAF options in left menu.

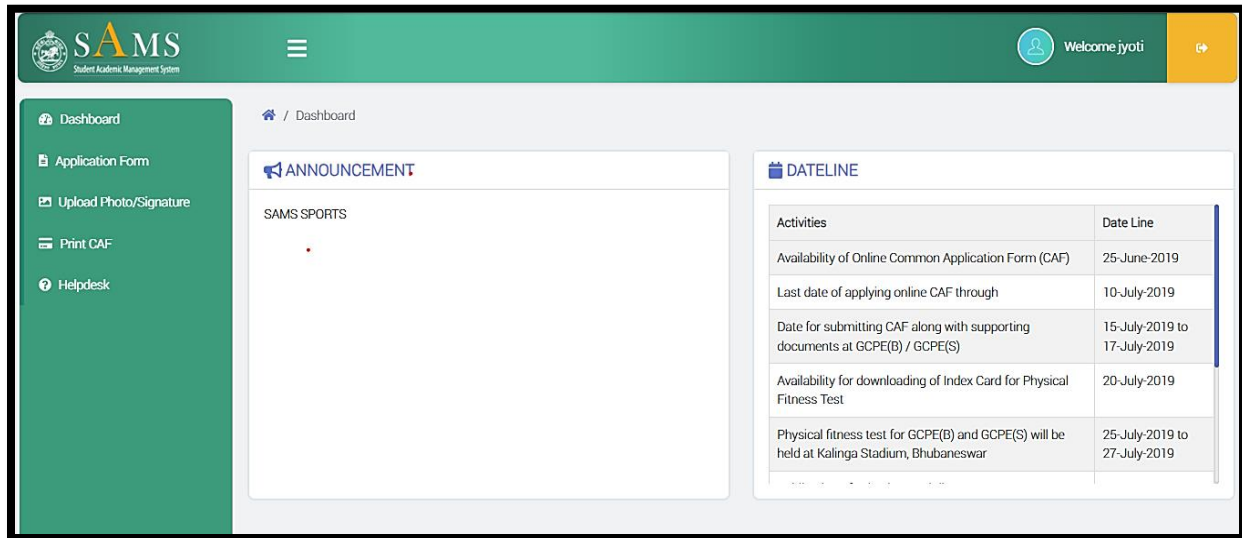


Figure 5: Dashboard

## 6. Application Form

- For B.P.Ed. or M.P.Ed. Course CAF apply, upon clicking on "Application Form", students can view a Pop-up message stating that "The Common Application Form (CAF) will be rejected if the student submits it with incorrect information, and strict action will be taken against him in accordance with the rule", mentioned in the below referred screenshot.

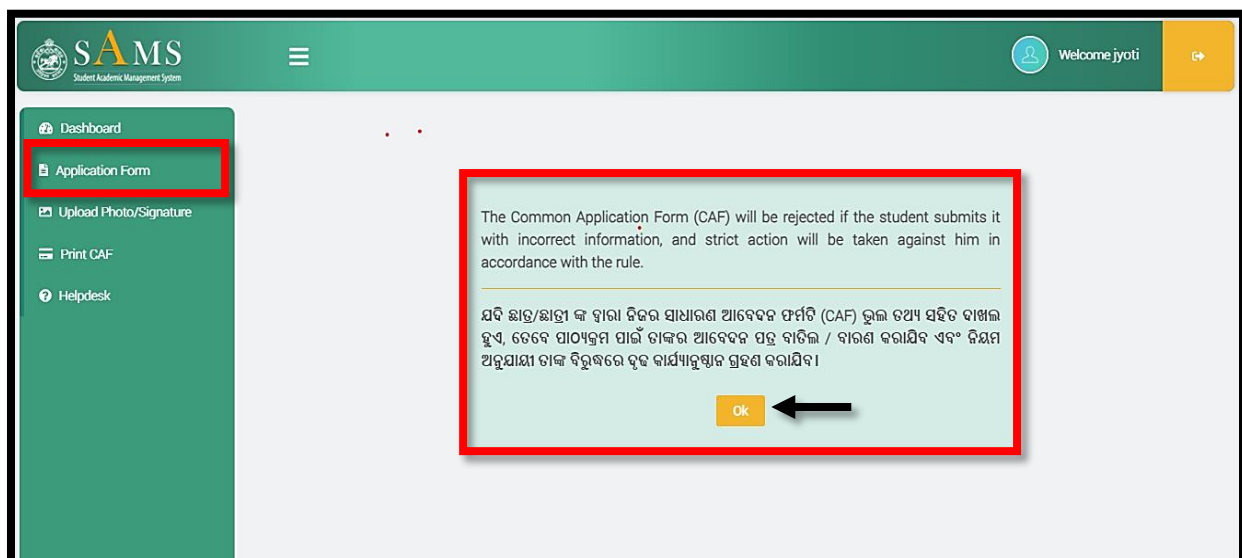


Figure 6: Pop Up Message

- Applicants can apply for a CAF online by clicking "OK" button, where applicant can fill up their personal details e.g. Course Name /Gender/College Option/Applicants Type etc.

**SAMS** Student Academic Management System

Welcome jyoti

Dashboard / Apply CAF

**PERSONAL DETAILS** (\*) mark indicates mandatory field

Name of the Board from which you have passed the 10th exam, Year of Passing & Roll Number (as in admit card)

1.Course *	2.Gender*	3.College Option 1*
B.PEd	-Select-	GOVERNMENT COLLEGE OF PHYSICAL EDUCATION
4.College Option 2*	5.Applicant's Type*	6.10th Board*
GOVERNMENT COLLEGE OF PHYSICAL EDUCATION	Fresh	BSE, Odisha
7.Exam Type*	8.Year of Passing*	9.Roll No*
Annual	2018	17TTC169
10.Applicant Name*	11.Mother's Name*	12.Father/Spouse/Guardian Name*
Jyotirekha Saha	Sanjukta Saha	Ankit Kumar Saha
13.Marital Status*	14.Date of Birth*	15.Email
UnMarried	13 JANUAI 1998	saswat.das@csms.co.in
16.Aadhaar No.	17.Mobile No.	18.Whatsapp No. (Same as Mobile No)
	7890000001	7890000001
19.Alternate Mobile No.	20.Social Category*	
	Unreserved	
21.Reserve Category		
-Select-		

**Figure 7: Application Form - I**

- After that they need to provide their Present/Permanent Address & Sports Achievements details.
- Applicants having Senior/Junior International, Senior/Junior National, International /National (PWD) are optional to validate the Weightage Certificate (Issued online by Sports and Youth Services Department, Govt of Odisha) during submission of CAF.
- Hence, applicants are advised to apply online in the Sports and Youth Services Department to get the Weightage Certificate online at the earliest.
- If you have studied in Sports Hostel of Odisha under Department of Sports & Youth Services, Government of Odisha, then you have to choose "Yes/No"



- If Yes, then the counter signature document must be downloaded by Sports Hostel applicants in order to be produced during the admission process. Please refer to the below screenshot.

**PRESENT ADDRESS**

Address Line-1\*  Address Line-2\*  Country\*

State\*  District\*  Pincode\*

**PERMANENT ADDRESS** ☒ (SAME AS PRESENT)

Address Line-1\*  Address Line-2\*  Country\*

State\*  District\*  Pincode\*

**SPORTS ACHIEVEMENTS**


**You are advised to apply online in the Sports and Youth Services Department to get the Weightage Certificate online at the earliest.**

Mention Highest Sports achievement \*

SL#	Sports/ Games *	Level of Participation *	Position *	Year of Representation *	Weightage Certificate Barcode *
1	<input type="text" value="Archery"/>	<input type="text" value="Senior International"/>	<input type="text" value="Second"/>	<input type="text" value="2023"/>	<input type="text" value="WOREW9876543"/>
2	<input type="text" value="Athletics"/>	<input type="text" value="Senior International"/>	<input type="text" value="First"/>	<input type="text" value="2023"/>	<input type="text" value="WOREW9876543"/>
3	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value=""/>
4	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value=""/>
5	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value=""/>
6	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value=""/>
7	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value=""/>
8	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value=""/>
9	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value=""/>
10	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value=""/>

Have you studied in Sports Hostel of Odisha under Department of Sports & Youth Services, Government of Odisha. \*

☒ Yes ☐ No

Counter signature Document  (Please Download Certificate for Sports Hostel Inmates)

It requires Countersignature of coach-in charge of concerned sports hostel with his/her own participating event

**Figure 8: Application Form - II**

- Students need to provide Educational Qualifications of Examination passed/ College /Board / Year of Passing/Roll No./ Max. Mark/ Obtained Marks/Percentage in respective fields which is mentioned in the below referred screenshot.
- Select the “Physical Educational Qualification” from the dropdown menu

- If students represented the state in recognized National/ AllU Sports & Game Competition, then choose “Yes/No”
- For “any other Special qualification” students can enter the same in the box.
- Click on Yes/No button if you are involved in any Crime or not.
- Click on the “Declaration” given and then click
  - The “Save As Draft” button to save the application in the draft mode.
  - Click the Submit button for final submission.

**EDUCATIONAL QUALIFICATION**

- Maximum Mark and Obtained Mark Should be inclusive of All Subjects.Excluding 4th Optional wherever applicable.
- If secured marks in CGPA is above 9.5, Please convert CGPA to Marks as per Boards/Universities.

Convert CGPA secured to % e.g  $9.8(\text{CGPA}) \times 9.5 = 93.1\%$

Convert % secured to obtained marks  $93.1/100 \times \text{maximum mark} = \text{Obtained marks}$

SL#	Examination Passed *	College Board *	Year Of Passing *	Roll No *	Mark Type *	Max Mark/CGPA *	Obtained Mark/CGPA *	Percentage
1	10th/HSC/Equivalen	BSE, Odisha	2018	17TC169	CGPA	9.5	8	76.00
2	+2/12th/Equivalent	CHSE, ODISHA	2020	67yhgrf5	CGPA	9.5	7	66.50
3	Graduation	Utkal University	2022	tg67999	CGPA	9.5	7.9	75.05
4	-Select-	-SELECT-	-Select-		-Sele			

Physical Educational Qualification\*

1.Bachelor's Degree in any discipline with 50% marks and havi

Have you represented the state in recognized National/AllU Sports and Game Competition \*

☒ Yes ☐ No

Any Other Special Qualification

**OTHER INFORMATION**

Have you studied Odia at ME Standard or any equivalent / passed a test in Odia language equivalent to the ME Standard conducted by the School & Mass Education Department of Govt. of Odisha/BSE, Odisha.

☒ Yes ☐ No

Have You Ever been involved in any act of crime /gross indiscipline / misbehaviour?

☐ Yes ☒ No

☒ I jyoti do hereby declare that all information furnished in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the examination, or even after the admission at a later stage, I fully own the responsibility of my candidature for the course applied for, be treated as cancelled and I may be debarred/ any action as per Rules and Regulations may be initiated against me.

**Save As Draft** **Submit**

Figure 9: Application Form - III

- On clicking the “Submit” button, you need to click on “Confirm” button for final submission as per below referred screenshot.



/ Confirm CAF

### CANDIDATE PERSONAL DETAILS

1. Course	: B.PEd		
2. Applicant's Type	: FRESH	3. Exam Type	: Annual
a.College Option 1	: Government College of Physical Education,Bhubaneswar	b.College Option 2	: Government College of Physical Kulundi,Sambalpur
4. Name	: Jishu Kr Sahoo		
5. Mother's Name	: Sangitamaya		
6. Father/Spouse/Guardian Name	: Ankit		
7. Gender	: MALE	8. Date of Birth	: 14-Sep-1998
9. Email	: saswat.das@csm.co.in	10. Aadhaar No	: NA
11. Mobile No.	: 7890000001	12. Whatsapp No.	: 7890000001
13. Alternate Mobile No.	: NA		
14. Social Category	: UR	15. Reserve Category	: NA
16. Marital Status	: UNMARRIED		

### PRESENT ADDRESS

Address Line-1	: Plot No. 345	Address Line-2	: Kharinzbag
Country	: India	State	: Odisha
District	: Keonjhar	Pincode	: 751025

### PERMANENT ADDRESS

Address Line-1	: Plot No. 345	Address Line-2	: Kharinzbag
Country	: India	State	: Odisha
District	: Keonjhar	Pincode	: 751025

### SPORTS ACHIEVEMENT

Sl#	Sports/Games	Level Of Participation	Position	Year Of Representation	Barcode
1	Weightlifting	Inter-College(University Level)	Second	2017	WRTC00984758
2	Badminton	Senior International	First	2023	WRTC00984756

Have you studied in Sports Hostel of Odisha under Department of Sports & Youth Services, Government of Odisha.

Yes

Highest Sports Achievement : Senior International

### EDUCATIONAL QUALIFICATION

Sl#	Examination	College Board	Year Of Passing	Roll No	Mark Type	Maximum Mark	Mark Obtained	Percentage
1	10th/HSC/Equivalent	BSE, Odisha	2016	17TC169	CGPA	9.5	9	85.50
2	+2/12th/Equivalent	CHSE, Odisha	2019	67yhgr5	CGPA	9.5	8	76.00
3	Graduation	BPUT	2023	tg67999	CGPA	9.5	9	85.50

Any Other Special Qualification : NA

Have you represented the state in recognized National/AIU Sports and Game Competition : Yes

Physical Educational Qualification:

Bachelor's Degree in any discipline with 50% marks and having at least participation in the Inter College / Inter Zonal / District / School Competition in Sports and Games as recognized by the AIU(Association of Indian Universities) / IOA(Indian Olympic Association) / SGFI(School Games Federation of India) / Government of India

Have you studied Odia at ME Standard or any equivalent / passed a test in Odia language equivalent to the ME Standard conducted by the School & Mass Education Department of Govt. of Odisha/BSE, Odisha. : Yes

☒ I do hereby declare that all information furnished in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the examination, or even after the admission at a later stage, I fully own the responsibility of my candidature for the course applied for, be treated as cancelled and I may be debarred/ any action as per Rules and Regulations may be initiated against me.

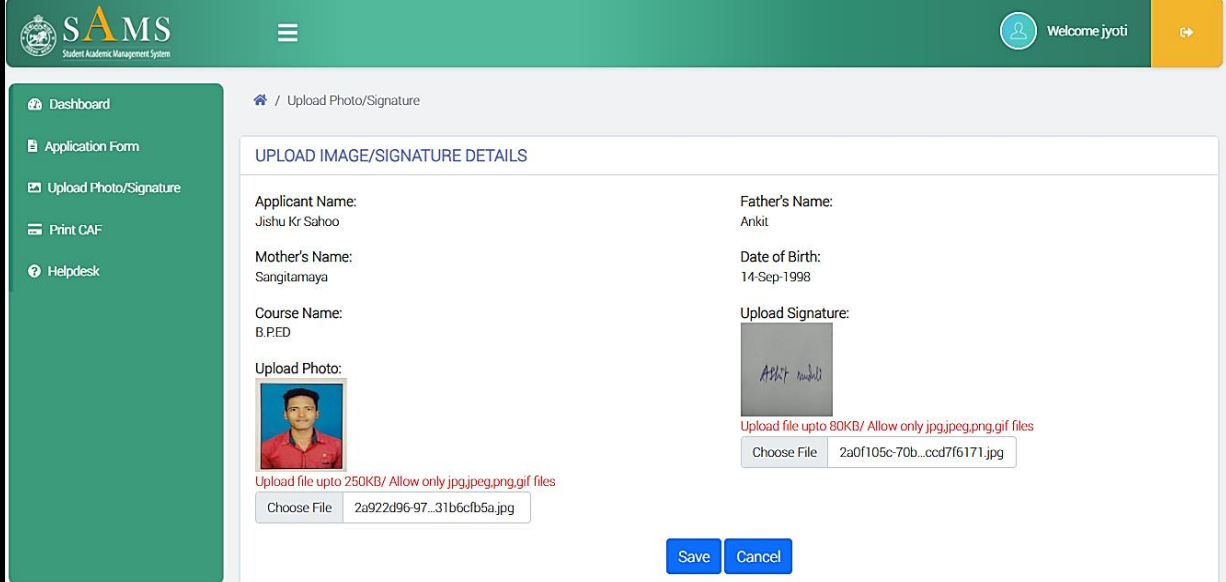
Confirm

Back to Modify


Figure 10: CAF Preview

## 7. Upload Image & Signature

- For uploading student's Photo & Signature, click on the "Upload Image" option and then "Save" it.



The screenshot shows the SAMS (Student Academic Management System) interface. The top header is green with the SAMS logo and a user profile icon labeled 'Welcome jyoti'. A left sidebar contains navigation links: Dashboard, Application Form, Upload Photo/Signature, Print CAF, and Helpdesk. The main content area is titled 'Upload Photo/Signature' and contains a form titled 'UPLOAD IMAGE/SIGNATURE DETAILS'. The form displays the following information:

Applicant Name: Jishu Kr Sahoo	Father's Name: Ankit
Mother's Name: Sangitamaya	Date of Birth: 14-Sep-1998
Course Name: B.PED	Upload Signature: 

Below the photo upload section, there is a red text warning: 'Upload file upto 250KB/ Allow only jpg,jpeg,png,gif files'. A 'Choose File' button is present, and the filename '2a922d96-97...31b6cftb5a.jpg' is displayed. Similarly, for the signature upload, a red text warning states: 'Upload file upto 80KB/ Allow only jpg,jpeg,png,gif files'. A 'Choose File' button is present, and the filename '2a0f105c-70b...ccd7f6171.jpg' is displayed. At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

Figure 11: Upload Image & Signature

## 8. Print CAF

- Students will be able to view and print their CAF (Applicant & College Copy) by clicking on the "Print CAF" option and this CAF can be submitted in their scheduled timeline. Please refer the below screenshot to get the link.



**Common Application Form**  
**B.P.Ed, M.P.Ed Courses 2022-24**  
**Department of Sports & Youth Services, Odisha**



23S0007523  
B.P.Ed.

Tuesday, Jul 25, 2023 11:10:26 PM

**COLLEGE COPY**

**Candidate Personal Details**

1. Course	:	B.P.Ed.
2. For the Session	:	2022-24
3. College Option 1	:	GOVERNMENT COLLEGE OF PHYSICAL EDUCATION, BHUBANESWAR
4. College Option 2	:	GOVERNMENT COLLEGE OF PHYSICAL EDUCATION, KULUNDI, SAMBALPUR
5. Applicant's Type	:	FRESH
6. Name	:	Jishu Kr Sahoo
7. Mother's Name	:	Sangitamaya
8. Father/Spouse/Guardian Name	:	Ankit
9. Gender	:	MALE
10. Date of Birth	:	14-Sep-1998
11. Email	:	saswat.das@csm.co.in
12. Aadhaar No	:	NA
13. Mobile No.	:	7890000001
14. Whatsapp No.	:	7890000001
15. Alternate Mobile No	:	NA
16. Marital Status	:	UNMARRIED
17. Social Category	:	UR
18. Reserve Category	:	NA

Photo



Signature

*Signature*

**Present Address**

Address Line-1	:	Plot No. 345	Address Line-2	:	Kharinzbag
Country	:	India	State	:	Odisha
District	:	Keonjhar	Pincode	:	751025

**Permanent Address**

Address Line-1	:	Plot No. 345	Address Line-2	:	Kharinzbag
Country	:	India	State	:	Odisha
District	:	Keonjhar	Pincode	:	751025

Have you studied Odia at ME Standard or any equivalent / passed a test in Odia language equivalent to the ME Standard conducted by the School & Mass Education Department of Govt. of Odisha/BSE, Odisha? ☒ Yes

**Sports Achievement**

**Highest Sports Achievement :** Senior International

Sl#	Sports/Game	Level of Participation	Position	Year of Representation	Barcode
1	Badminton	Senior International	First	2023	WRTC00984756
2	Weightlifting	Inter-College(University Level)	Second	2017	WRTC00984758

Have you studied in Sports Hostel of Odisha under Department of Sports & Youth Services, Government of Odisha. : Yes

**Educational Qualification**

Examination	College Board	Year of Passing	RollNo	Mark Type	Maximum Mark	Mark Obtained	Percentage
10th/HSC/Equivalent	BSE, Odisha	2016	17TC169	CGPA	9.5	9	85.50
+2/12th/Equivalent	CHSE, Odisha	2019	67yhgr5	CGPA	9.5	8	76.00
Graduation	BPUT	2023	tg67999	CGPA	9.5	9	85.50

**Physical Educational Qualification**

: Bachelor's Degree in any discipline with 50% marks and having at least participation in the Inter College / Inter Zonal / District / School Competition in Sports and Games as recognized by the AIU(Association of Indian Universities) / IOA(Indian Olympic Association) / SGFI(School Games Federation of India) / Government of India

Have you represented the state in recognized National/AIU Sports and Game Competition : Yes

Any Other Special Qualification : NA

**Figure 12: Print CAF - I**

Have You Ever been involved in any act of crime /gross indiscipline / misbehaviour?	: No
<b>Enclosures (Certified Photo Copy and Original of the following documents should enclosed along with the CAF)</b>	
<b>Sl#</b>	<b>Documents</b>
1	Three (3) nos. self signed recent color passport size photograph.
2	HSC Mark Sheets-cum-Provisional Certificate (or equivalent Board).
3	+2 / Intermediate certificate and Mark Sheets.
4	+3/ Graduation(B.A,B.Sc,B.Com or Equivalent) certificate and Mark Sheets
5	Conduct Certificate issued by the Institution last attended .
6	Medical certificate in original available application form Govt registered Medical Officer .
7	Residence Certificate Issued By tahasildar.
8	Certificate to the effect that he/she has passed M.E standard in Odia language
9	N.I.S Certificate (Diploma in Coaching)
10	Sports Certificate
11	To be Countersigned by Coach in-charge of respective sports hostel of the student.
<p><b>Declaration:</b></p> <p>I hereby declare that all the information furnished by me in this application form is true and complete to the best of my knowledge and belief. I understand that entries made by me in this application form are final binding on me.</p> <p><u><b>Undertaking for Physical Fitness Test :</b></u></p> <p>I do hereby declare that I am physically fit and agrees to take part in the PFT test. Any casualty the GCPE will not held responsible.</p>	
<b>Place:</b>	<b>Date:</b> _____ <b>Signature of the candidate:</b> _____

**Figure 13: Print CAF - II**

<b>Figure 1: Home Screen .....</b>	<b>2</b>
<b>Figure 2: Landing Page .....</b>	<b>2</b>
<b>Figure 3: New Registration .....</b>	<b>3</b>
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<b>Figure 13: Print CAF - II .....</b>	<b>11</b>

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